

**Health Agent**

*Town of Abington (pop. 16,000)*

Full-time, 35 hours per week, salary DOQE. Current Salary \$70,000. A technical, department head level position responsible for the inspection and enforcement of federal state and local regulations regarding public health. Manages the daily operations of the Health Department to provide for the public health needs of the community the community, town departments and administration. Qualifications and experience: bachelor's degree in public health or a related field; one to three years of related experience or any equivalent combination of education and experience. Ability to achieve certification as CSE-Certified Soil Evaluator (Title V), CPO-Certified Pool Operator, Certified Food Protection Manager, and Licensed Lead Paint Determinator. Possession of a valid motor vehicle operator's license. For full description please visit: [www.abingtonma.gov](http://www.abingtonma.gov). Please submit cover letter and resume by Friday, October 20, 2017, via email to [djamieson@abingtonma.gov](mailto:djamieson@abingtonma.gov) or forward to Dori Jamieson, Assistant Town Manager, Abington MA, 500 Gliniewicz Way, Abington MA 02351

## HEALTH AGENT

### Definition

Professional, administrative, technical, and inspection work in planning, managing, and promoting the town's public health program and enforcing public health, sanitation and environmental laws and regulations; all other related work, as required.

### Supervision

Works under the policy direction of the Board of Health and general direction of the Town Manager, in accordance with state laws and regulations.

Performs varied and responsible functions requiring considerable judgment in the interpretation and application of public health practices, laws and regulations to frequently changing conditions and problems.

Supervises one full-time employee and one part time employee.

### Work Environment

Work in the office is performed under typical office conditions; work in the field is conducted under all weather conditions and near moving mechanical parts. Some potential for exposure to communicable diseases and hazardous waste. Regular work hours require attending periodic evening meetings. The employee is required to respond to emergency situations. Workload is relatively stable, but fluctuates depending on weather conditions.

The employee operates standard office equipment, hand tools and a town vehicle.

The employee has constant contact with the general public, engineers, contractors, and managers of establishments handling food products. Contact is by telephone, in person and in writing.

The employee has access to department-oriented confidential information, such as bid documents and law suits, as well as information relating to communicable diseases.

Errors could result in personal injury, injury to others, delay or loss of service, monetary loss and legal repercussions.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Supervises health, inspection and enforcement programs under the direction of, and with the authority of, the Board of Health; responsible for conducting the administrative duties of the Board of Health.

Performs sanitary inspections of food establishments in the town twice per year; inspects public housing, day care centers, day and overnight camps, nursing homes, funeral homes, undertakers, livestock, septic haulers, rubbish collectors, and special event sites.

Inspects all new and repaired septic systems; conducts soil evaluations and percolation tests for all new and repaired septic systems to determine adequacy of site; performs Title V septic inspections for new home sales.

Performs housing inspections to ensure compliance with Minimum Standards of Fitness for Human Habitation Regulations; reports violations to the Board of Health for enforcement orders; enforces

Board of Health orders, including legal action, where necessary.

Provides information and assistance to residents relative to plot plans, septic systems, problems and remedies.

Assists citizens with water analysis; maintains records pertaining to private wells; inspects all public and private water wells.

Responds to complaints and prepares reports of investigations and related material for possible Board of Health or legal action; provides educational information to the general public; responds to health and safety issues and takes appropriate action; responds to environmental violations.

Responsible for monitoring and inspecting environmentally sensitive sites within the town.

Attends meetings and seminars and represents the Board of Health at meetings and hearings.

Performs similar or related work as required by the Board of Health and/or Town Manager, or as the situation dictates.

**Recommended Minimum Qualifications Education and Experience**

Associate's Degree in public health or a related field; Bachelor's Degree preferred; three years of experience in public health, environmental health or sanitary engineering; or an equivalent combination of education and experience.

**Special Requirements**

Certification as a Soil Evaluator, Septic System Inspector, Food Inspector, Housing Inspector, Title V Inspector and Lead Determinator preferred

Valid Massachusetts motor vehicle operator's license

**Knowledge, Ability and Skill**

Thorough knowledge of the laws, rules and regulations pertaining to public health, sanitation and environmental health. Working knowledge of current inspection and control procedures. Thorough knowledge of soil and site evaluation, as well as septic system installation.

Ability to communicate effectively in oral and written form. Ability to prepare written technical reports. Ability to read and interpret regulations and standards at the local, state, and federal levels of government. Ability to work with inspection personnel, community groups and the general public. Ability to enforce and interpret regulations firmly, tactfully, and impartially.

Skill in the operation of all the above listed tools and equipment. Organizational, public relations and customer service skills. Computer skills.

**Physical Requirements**

Minimal physical effort is required to perform functions under typical office conditions; moderate physical effort is required to conduct work in the field. The employee is frequently required to stand, walk, talk, listen, use hands to operate equipment and tools and reach with hands and arms; occasionally required to move objects weighing up to 30 pounds. Physical agility is required to access all areas of inspection sites. Vision requirements include the ability to read routine and complex documents and review lab specimens. Ability to operate a motor vehicle.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*